



Town of Amherst, New Hampshire
Office of Community Development
Building · Code Enforcement · Planning · Zoning · Economic Development
Colleen Mailloux, Community Development Director

AMHERST VILLAGE HISTORIC DISTRICT APPLICATION

Application for Certificate of Approval to Construct, Repair, Move, Demolish/Change Buildings, Land, or Uses.

Owner(s): _____ Date: _____

Address: _____ Email: _____

Telephone: _____ Map: _____ Lot: _____ - _____ Location of Work: _____

Application Fee: \$ 60 + (\$7 x _____ abutter) = \$ _____ Date Building was built (if known): _____

NOTE: All new applications must be complete and filed in the Community Development Office no less than 21 days before a meeting (third Thursday of each month).

Required Information (for all applications):

Description of proposed work: _____

Reason for proposed work: _____

- Photographs of the existing structure(s) and / or building site clearly showing areas and elements to be affected by the proposed work.
- Accurate scale drawings, renderings, or illustrations of the proposed work that show the style, design, detailing, treatments, massing, scale proportions, etc. of the proposed work.
- Complete description of all materials for each element of the proposed work.
- **13 COPIES of all plans and specifications.**

Other Required Information (if applicable):

- For new construction, additions, demolition, moving of structures, site work, change of use, or fencing: Names and mailing addresses of all abutters as defined in RSA 672:3, with two (2) sets of addressed, typed, gummed 1" x 2 1/2" mailing labels.
- For new construction, additions, or exterior alterations: Elevation scale drawings of proposed work showing the new work and its relationship to remaining structures. Drawings should indicate by dotted lines or other means existing structures, features, elements, openings, detailing, etc. that will be permanently altered or obscured as a result of the new work. (Scale of not less than 1/8" = 1')
- For new construction, additions, moving of structures, site work, and fencing: Plan or site plan showing abutters, the dimensions and location of the proposed building, addition, site work, or fencing in relation to the property line(s), existing structures, setback line, curb cuts, historic stone walls, and mature trees greater than 15" in circumference. Drawings should indicate by dotted lines or other means existing foundation (or footprint) that will be permanently altered as a result of the work. For new construction, show location of adjacent structures within 100' of parcel boundaries. (Scale not less than 1" = 30')
- For Windows and Doors: Specifications of windows and doors to include materials, style, type of construction, dimensions, muntin profile (windows), and operation (windows).
- For Restorations: Historic references, documentation, or evidence to substantiate restoration work.
- For Change of Use for non-residential: Description of current use and proposed use, including (for commercial buildings) a copy of the letter from the Planning Board granting Site Plan Approval for change of use.
- Variances: A copy of the letter from the ZBA granting a request for a Variance, including (for commercial buildings) approval for expansion of a non-conforming use.
- Special Conditions: Describe any special conditions that you want the Commission to consider.

Signature of Owner(s): _____ Date: _____

Note: If not signed by owner a letter of authorization to proceed from owner is required.

v.1.1.14